



# APPLICATION FOR BRITISH NATIONAL EMPLOYMENT WITH THE US GOVERNMENT

## Title of Position Applied For

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*Statements such as "any suitable position" are not acceptable*

How did you hear of this vacancy	
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## Personal Data

Surname		First Name	
Other names ever used			
Home Address			
Post Code			
Telephone Number (Home)			
Telephone Number (Business)			
Date of Birth		Place of Birth	
Nationality		National Insurance No.	

Are you available for temporary employment lasting:

Less than 1 month	Yes	No
1 – 6 months	Yes	No
6 – 12 months	Yes	No

*(Acceptance or refusal of temporary employment will not affect your consideration for other appointments)*

How much notice do you have to give your employer	
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**Give your reasons for applying**

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**Education Record**

**Schools Attended:**

Name/Address	Dates	Results Attained

**Further Education – College/University:**

Name/Address	Dates	Results Attained

**Professional Qualifications Obtained:**

*(state by examination, subscription etc. and provide full details)*

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**Apprenticeship Details:**

Employer	Trade	Dates

*Please attach a copy of your indentured papers or evidence of your apprenticeship*

**Employment Record:**

- Include all forms of employment, but state if the position was part time, seasonal etc.
- List employment (including military service and rank held at the time of discharge), beginning with the present or most recent position and work backwards

- Full details must be completed in all blocks of the Employment Records. Failure to do so will affect your application. If more space is required, use full sheets of paper approximately the same size as this page.

**Name and Address of present or most recent employer:**

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Job Title	
Dates of Employment	
Brief Description of Duties:	
Salary/Benefits	
Reason for Leaving	

**Previous Employment:**

Name and Address of Employer:

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Job Title	
Dates of Employment	
Brief Description of Duties	

Salary/Benefits	
Reason for Leaving	

**Name and Address of Employer:**

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Job Title	
Dates of Employment	
Brief Description of Duties	
Salary/Benefits	
Reason for Leaving	

**Name and Address of Employer:**

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Job Title	
Dates of Employment	
Brief Description of Duties	
Salary/Benefits	

Reason for Leaving	
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**Name and Address of Employer:**

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Job Title	
Dates of Employment	
Brief Description of Duties	
Salary/Benefits	
Reason for Leaving	

**Answer all the following questions:**

Have you ever been dismissed from any job (excluding redundancy) or have you ever left voluntarily after being informed that your employers intended to discharge you for any reason ?	Yes/No
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If YES, give the name and address of the employer and the date and reason in each case, on a separate sheet of paper.

Have you ever been convicted of any offence, other than parking offences, by any Court or Court Martial, or been put on probation, or absolutely or conditionally discharged or bound over?	Yes/No
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If YES, give details of date, place of court hearing, nature of offence and sentence or order of the Court on a separate sheet of paper. NOTE: A “Yes” does not necessarily bar you from

employment as each case is treated on its own merits. You are not required to refer to any conviction which has become “Spent” under the Rehabilitation of Offenders Act 1974.

Are there any charges outstanding against you? i.e. yet to be disposed of?	Yes	No
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If YES, please give details on a separate sheet of paper.

Are you the subject of a Police investigation?	Yes	No
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If YES, please give details on a separate sheet of paper.

Do you have any contagious disease or do you suffer from any mental or physical defect or disability	Yes	No
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If YES note that you may be required to accept a medical examination as a prerequisite to employment or alternatively during your period of employment.

Number of sick days taken in the last 12 months	
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Have you ever worked for this organisation, or any other US Agency before?	Yes	No
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If YES give full details (if not already given in Previous Employment Section

Does the United States Government employ in a civilian capacity or as a member of the Armed Forces any relative of yours (by blood or marriage)	Yes	No
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If YES give details of such relative:  
Name, Present address, Relationship to you, Department, Agency or Branch of the Armed Forces on a separate sheet of paper.

May an inquiry be made of your present employer, regarding your character, qualifications and record of employment?	Yes	No
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A “NO” will not affect your consideration for employment opportunities except where an appointment is imminent.

Please supply details of 2 referees that can be contacted immediately when a suitable vacancy occurs and without further approval from yourself. Referees should not be any relation or relative and should be someone who knows you in a professional capacity. References will only be taken up if you are selected for a position and prior to appointment.

**Reference 1**

Name	Address
Telephone Number	
Relationship to Candidate	

**Reference 2**

Name	Address
Telephone Number	
Relationship to Candidate	

Are you a member of any Military Reserve Component or Territorial Force?	Yes	No
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If YES, give full details on a separate sheet of paper

**Office Skills:**

Typing	WPM	Shorthand	WPM
Have you experience of working with Software Word Processing and other ADP Equipment?		Yes	No

If YES give details:

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Driving Ability:

Do you possess a current driving licence (or are you eligible to obtain a current driving licence)?	Yes	No
Do you possess a current Forklift Operators Licence	Yes	No
Do you possess a current Crane Operators Licence	Yes	No

If YES to any items, what classes are you licensed to drive and the licensing or registration authority?

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Before signing this application, you should carefully read the questions and your statements to assure the accuracy, completeness and truthfulness of the information you have given. A false or dishonest answer to any of the questions in this application may be grounds for rating you ineligible for employment or for dismissal after appointment. All statements are subject to investigation. By signing this application form, you consent to the US Army using and keeping information about you provided by you or by third parties, such as referees, relating to your application or future employment.

**APPLICATIONS WHICH ARE NOT PROPERLY SIGNED AND DATED WILL BE  
RETURNED TO THE APPLICANT WITHOUT ACTION.**

**Certification.**

I certify that all of the statements made in this application and attached sheets are true, complete and correct to the best of my knowledge and belief and are made in good faith.

Signature of Applicant:

Date:



Please return the application form, to:-

Civilian Personnel Advisory Center  
US Army Combat Equipment Battalion – Hythe.  
Shore Road,  
Hythe,  
Southampton,  
SO45 6ZD.

For Human Resource Office use only.